



September, 2003

News You Can Use



94 AW DOBBINS, ARB GA

Family Support Center Bulletin

Career Searches Using The Information Superhighway

Internet

The internet is a great resource to find jobs. However, most likely, you will **not** get a job over the internet. What you will get is information.

Information

Information is your key to job hunting success. You can research companies, get job postings, search out salary trends, get advice and even practice interviewing. Search engines such as www.google.com assist you with searches for specific jobs. Simply typing in "jobs" in the search engine will return about 33 million sites. Thus, it is important to be specific about your needs.

Top Internet Job Search Sites

www.monster.com

www.usajobs.opm.gov

www.careerbuilder.com

www.thejobsite.org

www.hotjobs.com

Spouses of Activated Members can take advantage of the Spouse Employment Assistance Program. Contact one of the following representatives:

Robins AFB
Ft. McPherson
NAS Atlanta

Doug Jones @478-926-1630
Bobbi Burks@404-464-3266
Pat Patterson@678-655-6735 ext 5

STOP! Don't Make These Resume Mistakes



To a potential employer, you are your resume. Take a look at your "resume self." Is it dressed appropriately or sloppy? Is it neatly typed or filled with correction tape?

Top 10 Resume Mistakes

According to a survey by ResumeDoctor.Com here are the 10 resume mistakes:

1. Spelling Errors, Typos & Poor Grammar

Use spell check and a proofreader.

2. Too Duty-oriented
Your resume should highlight your accomplishments.

3. Inaccurate Dates
Include specific ranges in month and year for each job.

4. Inaccurate or Missing Contact Information
The purpose of the resume is to be contacted so omitting this information is a critical error.

5. Poor Formatting
Good formatting helps with readability. WATCH the use of multiple fonts which can get confusing.

6. Functional Resumes
It is suggested that you use a chronological resume.

7. Long Resumes
Focus on skills. Most employers don't have time for a long read.

8. Unqualified Candidates
Highlight your skills using the employment ad as a guide.

9. Personal Information
Distracts from your skill list.

10. Creative Resumes
Unless you are applying for a creative job, skip the fluff.



SAMPLE WEEKLY JOB SEARCH

Your weekly mix of activity will vary, depending on how soon you need to be reemployed, how much time you have to spend on your campaign each week, the economy, the relative difficulty of job finding in your targeted field, and the relative effectiveness of each job search method with regards to your job objective.

Put together a job search binder and get a calendar to organize your search. Remember that job seeking is a full time 40 hour per week job

Read the newspapers for ideas on what the key issues are and which companies and industries are growing in your areas of interest. File clipped articles. Note names of individuals and companies mentioned in the articles.

Telephone 10 personal contacts each week and make 10 cold calls. Get referrals to individuals in your field from each one.

Develop a list of possible companies from the web and from directories

Arrange and conduct 2 to 4 informational interviews; get referrals from each. Follow up with thank-you notes.

Spend 4 to 5 hours on the web and in the library weekly. Do research on 10 companies on your target list and send 10 letters expressing interest in the organization and describing your qualifications each week. Follow up with telephone calls.

Answer all employment ads from the web and other sources related to your career objective even if you are "under" or "over" qualified. Contact anyone you know who might know someone in the company for referrals. Follow up

on applications with telephone calls after 3 days. Paste the job details and make notations for each.

Check on any meetings/social functions being sponsored by professional associations related to your job objective(s). Make new acquaintances, follow up with phone calls or letters.

Write thank-you notes immediately following each appointment. Re-emphasize your interest and qualifications. State what your next step will be.

Schedule leisure time for relaxation/exercise/fun.

*Reprinted from California State University, Sacramento
<http://www.ecs.csus.edu/>*

Networking Your way to Career Opportunities

Networking. It's a catchy, buzz phrase but what does it really mean? Networking by definition means *to interact or engage in informal communication with others for mutual assistance or support*. Essentially though, networking consists of practicing good communication skills and being ready to use those skills in any situation.

The second factor to Networking is follow-up. Without follow-up, there will never be a relationship.

Good Places To Network

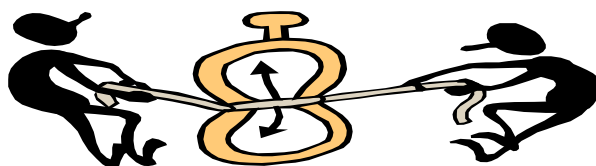
Anywhere you are is a good place to start. Everywhere is a good place to Network. Whether at the grocery store, dentist, place of worship or even the post office, you should take advantage of the opportunity.

Remember these steps:

- Speak Up—Be heard & Show confidence
 - Have a conversation starter —Practice a 30 second opener
 - Don't ask for something, rather offer something
 - Follow-up—Let them know that you will call in a few days.
- Happy Networking!



Making



Time For Yourself

How do you stay motivated during a period of unemployment? How can you avoid "unemployment depression"? By taking time out to take care of yourself. Taking care of yourself means eating right and exercising but also giving yourself permission to indulge in things you enjoy. Often times during unemployment, feelings of guilt enter when a break is taken from job searching to enjoy a round of golf or even a mini-vacation. But recreational

breaks are a necessary part of maintaining good mental, physical and emotional health during your job search. All work and no job can make anyone cranky. Take a day off. In fact, take two. You've earned it. And you might not get the chance again once you land your next job. See a movie. Sleep in. Visit an old friend. Clean out your closets. Or just relax. The inherent stressors of unemployment such as increased debt and uncertainty about the



future decrease the body's immunity which can leave you more susceptible to illnesses. Taking those deserved breaks can lower your stress, improve your health and give you that extra energy to find your perfect job match!